

RAF  
REF ID: A616-2  
DRAFT

MEMORANDUM FOR: Director of Logistics

SUBJECT : Inventory of Microform Systems and Equipment

1. The Agency's microfilming efforts have expanded into a variety of microforms, each with unique equipment and operating requirements.

Recent developments in the information processing technology are inter-relating computers and microforms. Future systems for information processing will require compatible data, equipment, and procedures.

To provide for these developments we must first review the systems and equipment now at hand. Then we can study our capabilities to determine a basis for the Agency's overall approach to the use of microforms.

2. To identify the resources available and to assess the scope of the management problem it is necessary to inventory the existing microfilm systems and equipment by organizational component and location.

*OFFICE IS*  
Because your ~~Divisions~~ are already involved in the microfilming activities of the Agency I believe you are best situated to complete such a physical and inventory. I am requesting you to attend to this for me. I shall notify the Directorates of your responsibility for this requirement and ask them to provide the information and assistance you need.

3. Attached is a list of some of the items of information expected from this survey. I will appreciate having your report by 1 December 1969. Requests for any additional information or clarification you might need may be obtained from *CHIEF SUPPORT SERVICES STAFF* [REDACTED]

DRAFT

INFORMATION REQUIREMENTS FOR  
INVENTORY OF MICROFORM SYSTEMS

GENERAL INFORMATION:

- (1) Date of Report
- (2) Name of Reporting unit (Division, Office, and Directorate)
- (3) Name of Person to contact on report details
- (4) Person's title.
- (5) Person's room number Building and phone extension

SECTION ONE--EQUIPMENT INVENTORY:

Any Equipment related to microform use and under the control of the organization unit

(Stored or in use: Flat bed cameras - rotary cameras - Film Reader--  
Printers - Developers - step and repeat cameras, etc. but not  
files or supplies.)

- (1) Descriptive name of each item of equipment
- (2) Make and Model of equipment
- (3) Lens Capability (Reduction or Retrieval ratios)
- (4) Year acquired (or planned for)
- (5) Cost (Purchase or monthly rental)
- (6) Location (Room and Building)
- (7) Hours per week used. (By unit or others)
- (8) Operated by (the unit or other personnel)

SECTION TWO--MICROFORM APPLICATIONS

- (1) Title of Microform System or Application
- (2) Reference, Identification, or Control Number Used
- (3) File Name or Description of records on microform
- (4) General Purpose for which records are filmed
  - (a) Disposal of originals to reduce space requirements
  - (b) Emergency Vital Records and Security
  - (c) Preservation of deteriorating records
  - (d) To distribute copies of records
  - (e) To reduce time or labor of Office operations
  - (f) To obtain work copy of records
  - (g) Other   (describe on separate sheet)  
(If filmed for more than one purpose indicate each in order of importance.)
- (5) Size of Microform File (In Office and In Storage)
- (6) Annual growth
- (7) Indexing System Used
- (8) Type microform employed
  - (a) Reduction Ratio Used  
(i.e., 24 to 1, 44 to 1, 150 to 1 etc.)
  - (b) Microform Used:  
Film (Size, length, and image capacity)  
(i.e. 16 mm, 100 ft roll, 2,000 images etc.)

Fiche (Type, Size and image capacity)  
(i.e. Film jackets, tab size, 45 images, etc.)

Aperture Cards (size and images per card)

(i.e. Tab Cards, 6 images, etc.)

(c) Type Process:

Positive or negative images on Silver Halide Process  
or Diazo Process

(d) Work Copy and Back Up

Work with master negative or a work copy with stored  
master back up.

(9) Systems currently being developed

(actually under way with estimated completion date)